

Retention and Classification Report

Agency: Department of Workforce Services. Provo North Employment
Center (1508)
1550 North 200 West
Provo, UT 84604

Records Officer Kent Naisbitt

21955 Case management files

AGENCY: Department of Workforce Services. Provo North Employment Center

SERIES: 21955

3

TITLE: Case management files

DATES: 1994-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 05/28/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists

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(continued)

of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)